



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 80
APO AE 09630

IMEU-VIC-PWH

20 JUL 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 06-44, Private Rental Roll-Over Policy

1. Reference USAREUR Supplement 1, dated 19 September 2001, to AR 210-50, Installations Housing Management.
2. The Vicenza Housing Office provides Housing Referral Services for military and DOD civilian employees who are authorized to reside on the local economy. The Housing Office works closely with local landlords and aggressively seeks the best quality private rental units available to upgrade the inventory. When an assigned unit is vacated, active efforts are made by the Housing Office to retain it. Recaptured, available units are then posted on our automated housing referral system for all customers to view and reserve, on a first come, first served basis.
3. When a customer finds a unit currently occupied by a U.S. military or civilian employee, scheduled to depart the command in the near future, a "roll-over" assignment can be performed. A roll-over assignment is a win-win situation for the customer, the landlord, and also the Housing Office by reducing unit downtime between occupancies; eliminating taxi/interpreter client viewing appointments; facilitating utilities transfer; and saving significant administrative time for the Housing Office staff.
4. "Roll-over" assignments will be handled as follows.
 - a. To be eligible for a "Roll-over" the customer must be signed-in to the USAG Vicenza on PCS orders or on Permissive TDY orders to USAG Vicenza for the purpose of a house hunting trip.
 - b. Roll-overs will be processed on a first-come, first-served basis. The first customer to formally reserve a currently occupied unit will have priority of assignment to that unit. If subsequent customers request to reserve the same unit, their names will be placed on a waiting list for the particular unit.

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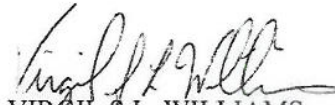
c. Once the unit is reserved, the Housing Office will notify the landlord of the customer's intent to lease the unit. If the landlord concurs, the Housing Office will proceed with coordinating the assignment. The customer will have two (2) working days after reserving the unit to commit to a contract pre-negotiation conference, or the reservation will be nullified.

d. If the first customer declines the unit due to a rent increase or other circumstances, then the unit will be offered to the next person on the list. If there is no one on the waiting list, the unit will be entered into our Housing Referral database for all customers to view, once it is vacated and available.

e. All customers are eligible to request a roll-over; however, bedroom restrictions apply. Incoming single soldiers in the grade of E-1 thru E-6, and single officers in the grade of O-1 thru O-2 and WO-1 thru WO-2, are limited to leasing a two bedroom unit. Single soldiers in the grade of E-7 thru E-9, and single officers in the grade of O-3 and above, and equivalent grade warrant officers, are eligible to lease up to a three bedroom unit. Four bedroom units are reserved exclusively for personnel of all ranks who are accompanied by family members.

4. Any requests for exception to the above policy will be approved/disapproved by the Chief, Housing Division.

5. The POC for this action is Ms. Carol Jones, DSN: 634-8571, Fax: 634-7620, or e-mail: carol.jones@setaf.army.mil.


VIRGIL S.L. WILLIAMS
COL, QM
Commanding

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